

AKADEMISCHES
FORUM FÜR
AUSSEN-
POLITIK -
ÖSTERREICH
UNION
ACADEMIQUE
DES AFFAIRES
ÉTRANGÈRES -
AUTRICHE

ACADEMIC FORUM FOR FOREIGN AFFAIRS - AUSTRIA
UNITED NATIONS YOUTH AND STUDENT ASSOCIATION OF AUSTRIA
GRAZ - INNSBRUCK - KLAGENFURT - LINZ - SALZBURG - VIENNA



VIENNA INTERNATIONAL MODEL UNITED NATIONS
08 - 12 August 2004

Rules of Procedure

I. Rules

The rules are not subject to change and shall be considered adopted prior to the beginning of the conference.

II. Language

English shall be the official and working language of the conference.

III. Courtesy

All delegates must show courtesy and respect to the Secretary General, Chairpersons, Committee Staff, Advisors and fellow delegates.

IV. Credentials

The credentials of the Secretariat and delegates have been accepted prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any member may only be initiated at the consent of the Secretary General.

V. Secretary General and Secretariat

The Secretary General will provide and direct the staff required by all VIMUN committees. The Secretary General will have ultimate authority over all such committees and may at any time delegate authority to a member of the Secretariat.

VI. Chairpersons

The Chairperson shall declare the opening and closure of each meeting of the committee, shall direct its discussions, ensure observance of the rules, announce decisions and accord the right to speak. He/she is subject to these rules, shall have complete control of the proceedings of the committee and over the maintenance of order at its meetings. The Chairperson may temporarily transfer his/her duties to another member of Committee staff. The Chairperson may propose the limitation of time for debate and composes the speaker's list. Furthermore, he/she shall have the right to advise delegates on the possible course of debate. In exercise of these functions the Chairperson shall at all times be subject to these rules and responsible to the Secretary General.

VII. Delegations

Each member will be represented by one delegate. In case of the Security Council up to two delegates may represent each of the permanent members of the committee. Each member will be granted one vote on each committee. Members of the committees shall be the Permanent representatives to the United Nations or Head of States/Ministers of Foreign Affairs and/or others of comparable rank or relevance to issues/topics at hand.

VIII. Participation of Non-members

Representatives of accredited observers will have the same rights as those of full members, except that they may not raise motions on procedural/substantive matters, may not vote on procedural/substantive matters and may not sign or vote on resolutions or amendments.

IX. Quorum

A Quorum is the number of members present necessary for any vote to be taken. The Chair may declare a meeting open and permit the debate to proceed when at least one-third of the expected number of members in the committee are present. The presence of two-thirds of the members recorded in attendance will be required for any substantive vote to be taken.

X. Meetings and Dates of Convening

Each committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General of VIMUN 2004.

XI. Agenda

The provisional agenda for the committee sessions will be composed by the Chairs and the Secretariat and will be communicated to the Member States prior to the opening of the conference.

Prior to the opening of the conference the provisional agenda shall be submitted by the Chairperson to the committee for approval. The inclusion of additional items or the substitution of a topic on the agenda can be proposed either by the Chairperson or by two delegates of two different countries.

The approval of the agenda has to be taken by a two-thirds majority of member states present. The order of the agenda can be altered by the initiative of one member of the committee. This motion requires a second and is debatable. If not decided upon differently the time shall be set and a speakers' list shall be established for and against the motion. A vote of two thirds is required to close the debate on the agenda.

XII. Committee Session

The committee session of a body shall commence with a roll call of the members of the body. Delegates shall declare themselves "Present and Voting" when the name of the state is called. Accredited observers shall declare themselves "Present"

XIII. Opening Speeches

At the beginning of debate on a new topic area every member of a committee will be expected to give a short opening speech of maximum one minute outlining his/her position on the topic area. Speeches should briefly outline a delegate's country's stance and objectives in relation to the topic, and function as an oral alternative to a working paper.

XIV. Debate

After the agenda has been adopted a continuously open speakers' list is to be established for the purpose of general debate.

XV. Speakers' List

The speakers' list shall be followed except where superseded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the topic area being considered and may address any resolution currently on the floor.

At the opening of the committee session the delegates will indicate by raising their placards, whether they wish to be placed on the speakers' list. Thereafter, once debate commences, a member may be added to the speakers' list only by written request to the Chair. The speakers' list will always be posted for the convenience of delegates.

XVI. Speeches

No member may address a committee without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion or are offensive to any committee member or staff. The Chairperson can also ask the speaker to apologise to the offended person.

XVII. Caucus

A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The time limit is subject to the Chair's approval. No speeches for or against this motion will be entertained. A second member is required supporting this motion and it will be put to vote immediately. A majority of members present and voting is required for passage.

XVIII. Un-moderated Caucus

A delegate may motion for caucus time, which is temporary recess. Rules of procedure are suspended during caucusing. During this time delegates can meet informally with each other and the committee staff to discuss draft resolutions, amendments and other issues of relevance. Nobody is allowed to leave the conference room except stating a Point of Personal Privilege.

A motion to move to un-moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit not exceeding twenty minutes. A second is required supporting this motion and it will be put to vote immediately. A majority of members present and voting is required for passage.

XIX. Moderated Caucus

The committee may request to depart from the speakers' list and have the Chair follow a different debate format. The sponsor of the motion must briefly specify the purpose for the moderated caucus, the total time limit and the time limit allowed for speeches. The Chair may suggest a time limit for individual speeches in the moderated caucus. The time limit is subject to the chair's approval and will not exceed fifteen minutes. The motion will be put to an immediate vote. No speeches for or against the motion will be entertained. The motion requires a second supporting it and a simple majority present and voting is required for adoption.

XX. Closure of Debate

A delegate may, whenever the floor is open, move the closure of the debate on the item under discussion. A second is required and the Chairperson may rule such a motion dilatory. This motion is not debatable. Closure of debate requires a two thirds majority of the members present and voting. If the committee is in favour of closure, the Chairperson shall declare the closure of debate, and the resolution or amendment shall be brought to an immediate vote.

XXI. Suspension or Adjournment of the Meeting

During the discussion of any matter a representative may at any time motion to the suspension or the adjournment of the meeting. No speeches for or against the motion should be entertained. The sponsor of the motion specify briefly the purpose for the suspension/adjournment and the total time limit. The time limit is subject to the chair's approval. The motion will be put to vote immediately. A second is required supporting this motion and a majority of present and voting for passage.

XXII. Yields

A delegate who was granted the right to speak may yield his/her time to another delegate or the Chair. He/she may also yield to questions. The questioners shall be selected by the Chair. Comments or statements instead of questions are not in order. Only one yield to another delegate is possible within the time limit of one speaker.

XXIII. Parliamentary Points

A delegate may make a point by raising his/her placard, obtaining the recognition by the Chair and stating the point he/she wishes to make.

XXIV. Point of Information

If speaking time has been limited and a speaker has yielded any remaining time to point(s) of information, then any member may raise a placard in order to ask a question concerning the substance of the speech to the speaker.

Points of information are questions posed to a speaker concerning the substance of his/her speech, his/her stance on the issue or in the event that the speaker is a co-sponsor of the resolution questions regarding the substance of the resolution. Delegates at the conclusion of their speeches will be asked if they will accept points of information.

XXV. Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. This point may not interrupt a speaker, and where not requiring immediate clarification of procedure, should be submitted to the Chair in writing.

XXVI. Point of Order

A delegate may make a Point of Order to complain of improper parliamentary procedure. The Chair in accordance with these rules shall immediately decide a Point of Order. This point may interrupt a speaker. Points of Order must be valid and should be made with discretion.

XXVII. Point of Personal Privilege

Whenever a delegate experiences personal discomfort and/or wishes to leave the room for personal integrity matters which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with utmost discretion.

XXVIII. Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may request the right to reply to the speaker after the speaker's speech time has elapsed. The Chair's decision to accord the right to reply may not be appealed. If granted, the member receiving the right may speak immediately. No motions for Right of Reply will be granted after a Right of Reply.

XXIX. Working Paper

Delegates may propose working papers for committee consideration and discussion and are encouraged to bring pre-prepared working papers to the conference. Working papers are intended to aid the Committee in its discussions and formulation of resolutions and need to be in resolution format. Working papers are not official documents, but do require the signature of the Chair to be copied and distributed.

XXX. Resolutions

Resolutions following the format as outlined by the Secretariat of VIMUN 2004 should be submitted to the Chair for approval. The number of signatories is determined by the Chair and stated at the beginning of the committee session (it is based on the number of nations Present and Voting). Signatories of a resolution do not necessarily indicate their support and do not have further obligations. The representative of the country submitting the resolution shall introduce and speak in favour for it, provided that it was copied and distributed to all delegates present. The order in which resolutions are debated, depends on the order in which they are signed by the Chairperson.

1. More than one resolution may be on the floor at any given time and may be referred to by any speaker on the speakers' list.
2. No resolution will be voted on unless copies have been circulated to all delegated present. Delegates wishing to add their support to a resolution may add their name to the list of sponsors at any time during debate. This request should be submitted in writing to the Chair.

XXXI. Introducing Resolutions

Once a resolution has been approved a submitter may rise to introduce the resolution. The content of introduction will be limited to reading the operatives of the resolution. The submitter will answer questions of clarification. A question of clarification shall be anything concerning punctuation, semantics, or the definition of terms contained in the resolution. Questions asking the submitter to debate the nature of the resolution, or to clarify his/her position will be out of order. The introduction should last no longer than five minutes.

XXXII. Amendments

Delegates may amend any resolution which has been introduced. An amendment requires a second and the approval of the Chair, it is debatable and a majority is needed to pass it. Amendments of amendments are out of order.

1. A motion is considered an amendment if it merely adds to, deletes from, or revises the operative clauses of a resolution. An amendment is considered to be out of order if it would render the resolution meaningless.
2. An amendment may be considered an editorial amendment if it does not alter the meaning, intent, effect, or overall substance of a resolution, and is introduced solely for the purpose of clarification. Editorial amendments, if supported by all of the sponsors of the resolution, are immediately incorporated into the resolution without a formal vote.
3. An amendment may be considered "friendly" if supported by all the sponsors of a resolution and does not fundamentally change the intent of the resolution as a whole. "Friendly" amendments, pending review by the Chair, are immediately incorporated into the resolution without formal vote.
4. An amendment which is not supported by all the sponsors of a resolution is considered "unfriendly" and requires a majority to be incorporated into the resolution. "Unfriendly" amendments must satisfy all the conditions stated in "1."
5. Once an amendment has been passed, it is immediately incorporated into the resolution.

XXXIII. Division of the Question

After debate on any resolution has been closed, a delegate may move that operative parts of the resolution be voted on separately. Pre-ambulatory Clauses may not be removed by division of the question. If the motion receives simple majority required to pass, the resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft. Parts of the resolution that are subsequently passed will be recombined into a final document and will be put to a substantive vote as a whole.

XXXIV. Voting

Every member state of each VIMUN Committee in which it is represented will have one vote in both substantive and procedural matters, except for accredited observers. Each vote may be a "Yes", "No", or "Abstain". Members who abstain from voting are considered as not voting. All matters will be voted upon by placards, except in the case of a roll call vote. After the Chair has announced the beginning of voting, no delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order in connection with the actual conduct of voting.

- Substantive matters shall be passed by a 2/3rd majority of members present and voting. In case of the Security Council affirmative votes of the five permanent members are needed. "Substantive" refers to matters relating to the subject of debate itself (e.g. a vote on a resolution or an amendment).
- Procedural matters shall be passed by a simple majority (50% + 1) of members present and voting. "Procedural" refers to those motions addressing the nature of debate (e.g. motion to move to caucus, motion to closure of debate).

XXXV. Roll-Call Voting

After debate is closed on any resolution any delegate may request a roll call vote for a given resolution after any motions to Order the Vote or Division of the Question have been taken and before the final vote. Further, in case of a miss vote on a given resolution the Chair may reserve the right to call upon a roll call vote. In a roll call vote, the Chair will call countries in the English alphabetical order. The name of each member state shall be called and the representative shall reply "Yes", "No", or "Abstain"

XXXVI. Precedence of Motions

Motions will be considered in the following order of preference:

Points indicated below shall have precedence above all motions, at all times, and in the following order:

1. Parliamentary Points:

- Point of Personal Privilege (Rule XXVII)
- Point of Order (Rule XXVI)
- Point of Information (Rule XXIV)
- Point of Parliamentary Inquiry only when the floor is open (XXV)

2. Motions indicated below shall have precedence in the following order:

- Motion for a Right of Reply (Rule XXVII)
- Motion to adjourn/suspend the meeting (Rule XXI)
- Motion to held a Caucus (Rule XVII)
- Motion to Un-moderated Caucus (Rule XVIII)
- Motion to Moderated Caucus (Rule XIX)
- Motion to Close Debate (Rule XX)
- Motion to Introduce a Resolution (Rule XXXI)
- Motions relating to Amendments (Rule XXXII)

3. The motions indicated below shall have precedence below all points, and in the following order, and are in order only during substantive voting:

- Motion for the Division of the Question (Rule XXXIII)
- Motions to Vote on a Resolution (Rule XXXIV)
- Motion for a Roll Call Vote (Rule XXXV)